

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Industries Supervisor 2 (General)

Please follow the specific application filing instructions at the bottom of this page.

Open To: Current Agency Employees

Location: Statewide

Hours: 1st Shift, Monday - Friday

Salary: \$51,925 (Annually)

Closing Date: March 11, 2014

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of operation, methods, materials and equipment involved in occupational area; considerable knowledge of current methods of production planning and control; knowledge of current objectives, practices and policies relating to inmate work forces in correctional institutions; considerable interpersonal skills; considerable oral and written communication skills; ability to read and interpret plans, blueprints and diagrams where required; ability to keep records and make reports; ability to train, instruct and supervise inmates in methods and techniques of trade; ability to perform under stress and remain stable in pressure situations; supervisory ability.

General Experience:

General Industries: Six (6) years of experience in a manufacturing environment involved in the areas of production, production planning and/or quality control which must have included responsibility for the production output of other workers.

Special Experience:

Two (2) years of the General Experience must have been in a supervisory or administrative capacity in a manufacturing environment.

Note:

For state employees the Special Experience is interpreted at the level of Correctional Industries Supervisor 1.

Special Requirement:

Incumbents in this class must have reached their 18th birthday. Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator license.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12 Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12%20Application.pdf). All application materials should be sent to:

Greg Bollaro, Human Resources Associate
Department of Correction - Recruitment Office
24 Wolcott Hill Road - Wethersfield, CT 06109
Gregory.Bollaro@ct.gov

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.